

## Technical Inspections

Judith Frydland  
Commissioner  
Department of Buildings

# Technical Inspection Bureaus

Carl Byrd  
Deputy Commissioner



## Technical Inspections

### CONTENTS

### General Information

- Mission Statement
- Online Request for Building Permit Inspections

### Technical Inspection Bureaus

- New Construction
- Electrical
- Ventilation
- Refrigeration
- Plumbing
- Boiler
- Iron
- Elevator
- Construction Equipment
- Certificate of Occupancy
- Conservation
- Special Inspection Program (SIP)
- Troubled Building Initiative
  - Strategic Task Force (STF)
  - Vacant & Abandoned Buildings
    - Building Demolition



## Technical Inspections

### MISSION STATEMENT

The Department of Buildings supports the safety and quality of life for the residents and visitors of the City of Chicago through enforcement of the Chicago Building Code. The permitting and inspection process promotes high quality design standards as well as the conservation, rehabilitation and reuse of the City's existing buildings.



## Technical Inspections

# Online Request for Building Permit Inspections



## Technical Inspections

### ONLINE REQUEST FOR BUILDING PERMIT INSPECTIONS

www.cityofchicago.org/buildings

**DEPARTMENT OF BUILDINGS**

**Department:**  
Buildings  
Inspections

---

**People We Serve:**  
Businesses & Professionals  
Builders  
Contractors  
Developers  
Trades  
Residents  
Home Owners

---

**Programs & Initiatives:**  
Safety

---

**City Services**

---

**I Want To...**

- [Apply For](#)
- [Check Status Of](#)
- [Find/Get](#)
- [Pay for/Buy](#)
- [Register](#)
- [Report/File](#)
- [Request](#)
- [Sign up for/Volunteer](#)

---

**Keyword**

[Advanced Search](#)

For Businesses

Service

## Apply for an Inspection Request

For building-related complaints (for example, to report a property that is in violation of the City of Chicago Building Code), dial 311.

**Certificate of Occupancy Inspections:** These inspections are for any new or substantially rehabbed multiple dwellings consisting of four (4) or more dwelling units. To learn more about a C of O, or to request a C of O inspection, click [here](#). **Otherwise, please continue to read the material that follows regarding booking an inspection online for the types of inspections listed below.**

**Please note:** If you have an active Administrative Hearings case or Housing court case, you **should not** be requesting an online inspection.

**For an Administrative Hearing case:**  
Your appointment was scheduled at your last Hearing, so please review your documentation that was given to you at the hearing. Normally your reinspection is scheduled one week prior to your hearing date. If your case involves a repair or replacement of a porch, please notify your contractor of the scheduled reinspection date. Your contractor should be at the scheduled reinspection with the approved set of plans and permit.

**For an active housing court case:**  
You must make an appointment with the court inspector assigned to your case. Please call the number on your notice to obtain the name and phone number of the court inspector.

**Request an Inspection**  
The Department of Buildings' inspectional bureaus require anyone requesting an inspection to submit that request via an online form, found below. Only requests done on-line will be accepted. As mentioned previously, reinspection generated by an Administrative Hearing or Housing court case are not scheduled using the online request form.

**Contractor and/or Building Owners:** The Department of Buildings responds to all requests for inspections on a first-come, first-serve basis, unless one chooses to schedule an appointment for a particular date. When picking a date, please allow a minimum of 4 business days.

Click on the button below to schedule appointments for the following bureaus listed below. Note: due to the implementation of a new e-mail system, for the time being an automatic response to your Online request form **will not** be sent to you confirming the appointment. We hope to have this issue resolved shortly.

CITY OF CHICAGO      DEPARTMENT OF BUILDINGS      5

## Technical Inspections

### ONLINE REQUEST FOR BUILDING PERMIT INSPECTIONS

Include:  
New Construction  
Masonry  
Electrical  
Ventilation  
Refrigeration  
Plumbing  
Boiler  
Iron  
Conservation

**DEPARTMENT OF BUILDINGS**

### Inspection Request

This form is to request the inspection types as described below. All other service requests should be made by calling 311. ALL FIELDS REQUIRED UNLESS OTHERWISE NOTED Required fields are marked with an (\*).

Permit Number

\*Property Address

Zip Code

\*Select Inspection Option

\*Select Inspection Type

\*Select Contact Information

Please provide information for the person who will be available at the time of inspection.

\*Name

Business Name

\*Phone Number

\*Email Address

To Request an Inspection  
The Department of Buildings responds to all requests for inspections on a first-come, first-serve basis, unless one chooses to schedule an appointment for a particular date. When picking a date, please allow a minimum of 4 business days.

Requested Inspection Date  (mm/dd/yyyy)

---

To Reschedule a Scheduled Appointment  
Reschedule requests must be sent in 24 hours before scheduled appointment time.

Date of the inspection you want to change:  (mm/dd/yyyy)

Reschedule requested date:  (mm/dd/yyyy)

---

To Cancel a Scheduled Inspection  
Cancellation Requests must be sent in 24 hours before scheduled appointment time.

Date of the inspection you want to cancel:

CITY OF CHICAGO      DEPARTMENT OF BUILDINGS      6

## Technical Inspections

### NEW CONSTRUCTION BUREAU



New Construction inspections (building permits for both new buildings and building alterations) include:

- Architecture
- Excavation & Foundations
- Framing
- Masonry
- Verify that the scope of work matches the approved permit drawings
- Verify that the general contractor and mason performing work are licensed and listed on the building permit
- Respond to 311 citizen complaints for working without a building permit and working beyond the scope of the building permit
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### ELECTRICAL BUREAU



Electrical inspections include:

- Inspections for new construction, alteration and repair permits
  - Distribution & wiring
  - Emergency Lighting & Fire Alarms
  - Power & devices
  - Signage
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Signs and generators are inspected annually
- Business Affairs & Consumer Protection's License Task Force
- Respond to 311 citizen complaints
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### VENTILATION BUREAU



#### Ventilation inspections include:

- Inspections for new construction, alteration and repair permits
  - Ventilation & furnace equipment & distribution
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Annual equipment inspections for highrise & commercial buildings
- Department of Business Affairs & Consumer Protection's License Task Force
- Respond to 311 citizen complaints
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### REFRIGERATION BUREAU



#### Refrigeration inspections include:

- Inspections for new construction, alteration and repair permits
  - Refrigeration systems
  - Air conditioning units
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Annual equipment inspections
- Respond to 311 citizen complaints
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### PLUMBING BUREAU



#### Plumbing inspections include:

- Inspections for new construction, alteration and repair permits
  - Underground plumbing
  - Rough plumbing
    - Supply piping and connections
    - Waste piping and connections
    - Distribution
  - Fixtures
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Business Affairs & Consumer Protection's License Task Force
- Respond to 311 citizen complaints
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### BOILER BUREAU



Boiler inspections are performed for all buildings except residential buildings with less than 4 dwelling units. Inspections include the following:

- Inspections for new construction, modernization and repair permits
  - Boilers used for generating heat or power and all pressure vessels
- Verify that the scope of work matches the approved permit drawings
- Annual equipment inspections
- Respond to 311 citizen complaints
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### IRON BUREAU



#### Iron inspections include:

- Inspections for new construction, alteration and repair permits
  - Structural steel
  - Structural reinforcement bar
  - Water tanks
  - Scaffold
  - Marquees
  - Canopies
  - Fire escapes
  - Balconies
- Iron Hoist Inspection
- Verify that the scope of work matches the approved permit drawings
- Respond to 311 citizen complaints
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### ELEVATOR BUREAU



#### Elevator inspections include:

- Inspections for new construction, modernization and repair permits
  - Passenger & freight elevators
  - Platform lifts
  - Stage lifts
  - Escalators
  - Window washing rigs
  - Amusement rides
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Accident investigation
- Annual equipment inspections
- Respond to 311 citizen complaints
- Building permit inspections are requested via email at [dob-elevator-inspections@cityofchicago.org](mailto:dob-elevator-inspections@cityofchicago.org)

## Technical Inspections

### CONSTRUCTION EQUIPMENT BUREAU



Construction Equipment inspections include:

- Inspections for new construction, alterations & wrecking permits
  - Construction Cranes
  - Heavy Construction Equipment
  - Verify that the cranes are erected & reconfigured according to the approved plans
  - Verify that the crane company and operator on site hold valid licenses
- Periodic crane & heavy equipment inspections
- Respond to 311 citizen complaints
- Inspections are requested via email [dob\\_constructionequipment@cityofchicago.org](mailto:dob_constructionequipment@cityofchicago.org)

## Technical Inspections

### CERTIFICATE OF OCCUPANCY INSPECTION



Certificate of Occupancy team inspections are performed from construction start to finish for the following building permit types:

- New construction with any of the following
  - Residential buildings with 4 or more dwelling units
  - Non-residential buildings 10,000 sq.ft. and greater
  - Institutional or Assembly occupancy types
- Major building alterations with any of the following
  - Residential buildings with 4 or more dwelling units & more than one subcontractor
  - Change of Occupancy
  - Non-residential buildings 10,000 sq.ft. and greater
  - Institutional or Assembly occupancy types

## Technical Inspections

### CERTIFICATE OF OCCUPANCY INSPECTION



Certificate of Occupancy team inspections include the following. Additional bureaus are included as required.

- New Construction
  - Architecture, excavation, foundations & masonry
- Electrical
- Plumbing
- Ventilation
- Department of Zoning
- Fire Department
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Building permit inspections are requested online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings) & via fax to 312-743-7398

## Technical Inspections

### CONSERVATION INSPECTION BUREAU



Conservation Inspections include:

- Annual maintenance inspections on existing buildings
  - Exterior walls, parapets, overhangs
  - Windows, doors, gutters, downspouts & roof
  - Porches & fences
  - Interior walls & ceilings
  - Carbon monoxide & smoke detectors
  - Excludes single family homes & 3 story residential buildings without a basement dwelling unit
- Alteration permits inspected by Conservation Bureau:
  - Exterior wall repair
  - Porch repair & replacement
  - Deconversion of illegal dwelling units
- Administrative Hearings & Circuit Court reinspections
- Respond to 311 citizen complaints regarding existing buildings
- Request inspections for building permits that address building violations and the alteration permits listed above online at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## Technical Inspections

### SPECIAL INSPECTIONS PROGRAM (SIP)



Special Inspections Program includes:

- Inspection of exit doors, exit corridors & exit stairs, exit capacity, travel distance, exit signs, emergency lighting, occupancy capacity signs & fire rated separations
- Department of Business Affairs & Consumer Protection's - License Task Force
  - Liquor Licenses (new inspections)
  - Public Place of Amusement License (new & annual renewal inspections)
  - Single Room Occupancy License (new & renewal inspections)
  - Nursing Homes (new & renewal inspections)
- Assembly Occupancies of more than 100 persons (new & annual inspections)
- Respond to 311 citizen complaints

## Technical Inspections

### TROUBLED BUILDINGS INITIATIVE

### STRATEGIC TASK FORCE (STF)



Strategic Task Force inspections are performed at the request of the police department and include:

- Inspecting buildings with criminal activity
- Inspecting buildings with drug & gang activity
- Administrative Hearings & Circuit Court (inspections and re-inspections)
- Provide testimony at Administrative Hearings & Circuit Court
- Attend Police Department's CAPS Meetings
- Department of Business Affairs & Consumer Protection's License Task Force

## Technical Inspections

### TROUBLED BUILDING INITIATIVE

### VACANT & ABANDONED BUILDINGS



Vacant & Abandoned Buildings inspections include:

- Inspection of vacant & abandoned buildings and open garages
- Inspection of fire damaged buildings
- Fast Track Demolition Process inspections
- Circuit Court Demolition Process inspections
- Process demolition bids for abandoned buildings and authorize wrecking contractor start
- Manage the registration of vacant buildings
- Respond to 311 citizen complaints

## Technical Inspections

### CONTACTS



Carl Byrd

Deputy Commissioner

Department of Buildings

[carl.byrd@cityofchicago.org](mailto:carl.byrd@cityofchicago.org)